

Semester Study Away Policies

1. Minimum 3.0 Cumulative GPA

The Global Education Office (GEO) requires a minimum 2.7 cumulative GPA, and individual programs may also require a higher cumulative GPA. The Pratt School of Engineering requires a minimum 3.0 cumulative GPA to be cleared academically for any study away program during the Fall or Spring semester.

2. Meet With Academic Dean

Students must develop an academic plan that includes study away, in addition to a plan for the remaining semesters upon return. This initial meeting should take place 2-3 semesters prior to planned semester away and is required for all students prior to study away in order to discuss viable course options to continue progress toward graduation.

When a final decision on location is determined and courses identified, students must discuss and sign the *Pratt School of Engineering Study Away Contract*. The study away agreement is due to your Pratt academic dean prior to the *GEO Participation Agreement*. Your academic dean must submit a final electronic copy of this agreement to the GEO.

3. Only Two Engineering Technical Courses Are Allowed

While on study away, a maximum of two engineering courses are allowed. With special permission from the departmental Director of Undergraduate Studies, a third departmental elective course may be allowed.

Other required engineering courses can also be taken. You can discuss this with your Academic Dean to determine the appropriate courses.

Students who wish to take courses to satisfy a 2nd major, minor, or certificate, must confirm with the Directors of Undergraduate Studies of both departments to confirm courses will count for one or both majors.

Students are at risk of not being able to count study away courses toward degree requirements if those courses are not confirmed in accordance with the Pratt School of Engineering Study Away Contract.

4. Only One Course That Requires a Lab to be Completed Upon Return to Duke is Allowed

Only one instance of a study away course that does not offer an approved lab, and therefore requires the lab to be completed at Duke, will be allowed. Furthermore, students will have a maximum of two semesters to complete the lab at Duke.

STUDY AWAY CONTRACT

I _____ understand and affirm the following:
Print Name

- I will write a one page essay and attach it to this Contract explaining the educational and cultural immersion goals that support my choice of study and institution selected. It will include how I believe my study abroad experience will fit into my broader goals as an engineer.
- I will meet with my Academic Dean and discuss my academic plan that includes study away and the remaining semesters upon my return from abroad.
- I will maintain a minimum cumulative GPA of 3.0 up to the semester prior to study away. Failure to do so will result in clearance NOT granted to study away.
- I will confirm that my courses meet the requirements and limitations in accordance to the Pratt School of Engineering policies, and with specific program course load requirements. Failure to do so could result in course credit not earned for courses taken on study away.
- I will not take more than one course abroad that requires a lab to be completed back at Duke.
- If I take a course that does not have an approved lab, I have a maximum of two semesters upon return to complete the lab at Duke.
- Within one week of receiving confirmation of my schedule of courses, I will inform my Academic Dean and Director of Undergraduate Studies of my final schedule via email.
- I will contact my Academic Dean and Director of Undergraduate Studies via email if I am unable to enroll in the originally planned course(s), and consult with them to find approved, suitable replacement course(s).
- I am required to meet Semester Continuation Requirements of passing a minimum of three courses while away. Failure to do so will result in two semesters of academic dismissal, in accordance with the Undergraduate Bulletin.
- I will request a final official transcript be sent to the Global Education Office within one month of return from study away.

I understand that failure to adhere to the Pratt School of Engineering policies could result in courses not counting toward degree requirements.

Student Signature

Date

Academic Dean Signature

Date